

Victims of Crime Act (VOCA)
Antiterrorism Supplemental Grant (ATSG)
Application for Funding

Budget Request – Instructions

OVERVIEW

Prior to filling out the Budget Request, please review the new VOCA Program Guidelines, particularly *Section IV: VOCA Eligible Services* and *Section V: Financial Policies and Procedures* and the VOCA Antiterrorism Supplemental Grant Guideline Addendum. The Victim and Witness Assistance Board will determine final funding levels. **Generating program income on ATSG time is not allowable.**

Program budgets must include only those expenses to be supported by ATSG funds. Please note, there is **no match requirement** under the VOCA Antiterrorism Supplemental Grant.

Budgets are submitted to MOVA during the application process and reviewed by MOVA staff and Board. Budgets should not be considered finalized and ATSG recipients should not commit funds until a contract with MOVA is executed.

DETAILED EXPLANATION

Note: Please type the agency name and date of submission at the top of each budget page.

Page 1, Budget Request Summary

The summary is the amount of federal ATSG dollars requested for each line item.

Page 2, ATSG Program Personnel

Please list all personnel to be supported by federal ATSG funds.

Page 3, ATSG Program Consultants

Please list all consultants to be supported by federal ATSG funds.

Page 4, ATSG Program Office/Administration

Please list all Office and Administrative expenses to be supported by federal ATSG funds.

Because capital items with a value of \$5,000 or more must be liquidated with funds returned to the federal government upon termination of the grant, MOVA will not approve budgets listing capital items at \$5,000 or more. Rent and other facility cost line items must only show cost for the square footage related to the VOCA funded services and not other program space. If space used is shared in common, then cost must be divided equitable with the user programs.

Page 5, ATSG Program Other Costs

Please list all Local Travel and Other expenses to be supported by federal ATSG funds.